

## **BOARD MEETING MINUTES**

### **MISSISSIPPI DEPARTMENT OF INFORMATION TECHNOLOGY SERVICES**

March 25, 2010

The Mississippi Department of Information Technology Services Board met in the 5<sup>th</sup> floor Conference Room of the Robert G. Clark, Jr. Building, 301 North Lamar Street, Jackson, Mississippi 39201, on Thursday, March 25, 2010, at 11:00 a.m. to discuss the 2010 Regular Legislative Session, the Broadband Technology Opportunities Program Grant Application Process, and Board of Nursing's Document Management System.

#### **Members Present:**

Thomas A. Wicker, Chairman

Lynn C Patrick, Vice-Chairman

John Hairston

#### **Members Not Present:**

Derek Gibbs

Rodney Pearson

#### **Staff Members Present:**

David L. Litchliter, Executive Director

Martha Pemberton, ISS Division Director

Craig Orgeron, Strategic Services Division Director

Michele Blocker, Internal Support Services Division Director

No actions were taken by the Board during this session.

\*\*\*\*\*

The Mississippi Department of Information Technology Services Board reconvened in the 4<sup>th</sup> floor Class Room of the Robert G. Clark, Jr. Building, 301 North Lamar Street, Jackson, Mississippi 39201, on Thursday, March 25, 2010, at 1:30 P.M.

Members Present:

Thomas A. Wicker, Chairman

Lynn C Patrick, Vice-Chairman

John Hairston

Rodney Pearson

Members Not Present:

Derek Gibbs

Staff Members Present:

David Litchliter, ITS Executive Director

Michele Blocker, Internal Services Division Director

Martha Pemberton, Information Systems Services Division Director

Craig Orgeron, Strategic Services Division Director

Roger Graves, Telecomm Services Division Director

Mitchell Bounds, Data Services Division Director

David Johnson, ITS Business Manager

Tina Wilkins, ISS Technology Consultant

Jane Woosley, ISS Technology Consultant

Debra Spell, ISS Technology Consultant

Paula Conn, ISS Technology Consultant  
Rita Rutland, ISS Technology Consultant  
Donna Hamilton, ISS Technology Consultant  
Gary LeBlanc, ISS Technology Consultant  
Renee Murray, ISS Technology Consultant  
Ravaughn Robinson, ISS Technology Consultant  
Tangela Harrion, ISS Technology Consultant  
Cheryl Yelverton, ISS Technology Consultant  
Caren Brister, Strategic Services Division  
Debra Brown, Strategic Services Division

Others Present:

Bill Roach, Wireless Communication Commission  
Josh Eure, Mississippi Department of Human Services  
Walley Naylor, Mississippi Department of Human Services  
Cille Litchfield, Mississippi Department of Finance and Administration  
Becky Thompson, Mississippi Department of Finance and Administration  
David Pitcock, Mississippi Department of Finance and Administration  
Jackie Surrell, Mississippi Department of Human Services  
Tim Ragland, Mississippi Department of Human Services  
Kris Gautier, AT&T  
Henk de Weerd, University of Mississippi Medical Center  
Pat Little, University of Mississippi Medical Center  
Trudy Massey, Capitol Resources

Cindy Crocker, Mississippi Secretary of State's Office

Elizabeth Bolin, Mississippi Secretary of State's Office

Terrell Knight, Cellular South

Cory Wilson, Mississippi Secretary of State's Office

\*\*\*\*\*

Agenda Item No. 1: Tom Wicker called the meeting to order and directed the Board's attention to the first agenda item, approval of the minutes from the ITS Board Meeting on February 25, 2010. On motion by Lynn Patrick and second by Tom Wicker that the minutes of the February 25, 2010 meeting be approved:

Motion carried; with John Hairston unavailable to vote.

\*\*\*\*\*

Agenda Item No. 2: Debra Spell presented an overview and request to issue RFP No. 3629-38622 for the acquisition of services to establish, operate, and manage a New Hire Directory for the **MISSISSIPPI DEPARTMENT OF HUMAN SERVICES (MDHS)**. The staffs of ITS and MDHS jointly request approval to advertise and publish RFP No. 3629-38622 for the acquisition of services to establish, operate, and manage a New Hire Directory.

On motion by John Hairston and second by Rodney Pearson that the staff recommendation be approved:

Motion carried; unanimously.

\*\*\*\*\*

Agenda Item No 3: Withdrawn

\*\*\*\*\*

Agenda Item No. 4: Donna Hamilton and Cille Litchfield, Deputy Executive Director, presented an overview and request to increase the amount of the protest bond and to issue RFP No. 3626-38626 for the acquisition of implementation services for Enterprise Resource Planning (ERP) Software for the **MISSISSIPPI DEPARTMENT OF FINANCE AND ADMINISTRATION (DFA)**. The staffs of ITS and DFA jointly request approval to increase the amount of the protest bond from \$250,000.00 to \$3,000,000.00 for RFP No. 3626-38626 and approval to advertise and publish RFP No. 3626-38626 for the acquisition of implementation services for ERP Software.

On motion by Rodney Pearson and second by Tom Wicker that the staff recommendation be approved:

Motion carried; unanimously.

\*\*\*\*\*

Agenda Item No. 5: Ravaughn Robinson and Henk de Weerd, Chief Technical Officer, presented an overview and request to issue RFP No. 3617-38453 for the acquisition of an Avaya core upgrade initiative for the existing Avaya telephone system for the **UNIVERSITY OF MISSISSIPPI MEDICAL CENTER (UMMC)**. The Staffs of ITS and UMMC jointly request approval to advertise and publish RFP No. 3617-38453 for the acquisition of an Avaya core upgrade initiative for the current Avaya telephone system.

On motion by Lynn Patrick and second by John Hairston that the staff recommendation be approved:

Motion carried; unanimously.

\*\*\*\*\*

Agenda Item No. 6: Teresa Washington and Cille Litchfield, Deputy Executive Director, presented the recommendation for RFP No. 3205-38605 for the continuation of the Agreement with Cogsdale

Holdings, Ltd. to extend WebProcure into the deployment cycle of Mississippi's Accountability System for Government Information and Collaboration (MAGIC) for the **MISSISSIPPI DEPARTMENT OF FINANCE AND ADMINISTRATION (DFA)**. The staffs of ITS and DFA jointly recommend approval of the continuation of the Agreement with Cogsdale Holdings, Ltd. through June 30, 2013, in an amount not to exceed \$1,265,024.00, to extend WebProcure into the deployment cycle of MAGIC. With this continuation, the revised total lifecycle cost of this project is not to exceed \$4,012,061.00.

On motion by John Hairston and second by Rodney Pearson that the staff recommendation be approved:

Motion carried; unanimously.

\*\*\*\*\*

Agenda Item No. 7: Martha Pemberton and Cory Wilson, Chief of Staff, presented the recommendation for RFP No. 3443-38634 for the continuation of the Agreement with Election Systems & Software, Inc. (ES&S) for voting machine and election support for the **SECRETARY OF STATE'S OFFICE (SOS)**. The staffs of ITS and SOS jointly recommend approval of the continuation of this Agreement with Election Systems & Software, Inc. through December 31, 2011, and at the option of SOS, through December 31, 2012, in an amount not to exceed \$2,720,877.59 for the additional voting machine and election support through December 31, 2012.

On motion by Lynn Patrick and second by Rodney Pearson that the staff recommendation be approved:

Motion carried; unanimously.

\*\*\*\*\*

Agenda Item No. 8: Martha Pemberton, and Bill Roach, Executive Officer, presented the

recommendation for RFP No. 3603-38656 for Amendment #1 to the Agreement with Towers of Mississippi II for Build-to-Suit Tower Construction Services for the **MISSISSIPPI WIRELESS COMMUNICATION COMMMSSION (WCC)**. The staffs of ITS and WCC jointly recommend approval of Amendment #1 in an amount not to exceed \$2,052,500.00, for due diligence, and site location and leasing services for MSWIN Phase 2 and Phase 3 sites.

On motion by John Hairston and second by Lynn Patrick that the staff recommendation be approved:

Motion carried; unanimously.

\*\*\*\*\*

The Board acknowledged Agenda Item No. 9 regarding the summary of equipment, software and services, exemptions and sole source procurements approved by the ITS Executive Director.

\*\*\*\*\*

On motion by Rodney Pearson and second by John Hairston that the following per diem and expenses be approved:

John Hairston - per diem and expenses for 2 days;

Legislative meetings, March 23, 2010, and Board Meeting, March 25, 2010.

Lynn Patrick - per diem and expenses for 1 day;

Board Meeting, March 25, 2010.

Rodney Pearson - per diem and expenses for 1 day;

Board Meeting, March 25, 2010.

Tom Wicker - per diem and expenses for 3 days;

ITS Work Session, March 12, 2010, Legislative meetings, March 23, 2010, and Board Meeting, March 25, 2010.

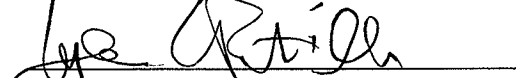
Motion carried; unanimously.

\*\*\*\*\*

There being no further business, the meeting was adjourned by Tom Wicker.

A handwritten signature in black ink, appearing to read 'Tom Wicker', written over a horizontal line.

Tom Wicker, Chairman

A handwritten signature in black ink, appearing to read 'Lynn C Patrick', written over a horizontal line.

Lynn C Patrick, Vice-Chairman